



SYSTEM POINT OF ENTRY (SPOE) STATE EVENT INVOICE

AGENCY NAME	SPOE REGION	INVOICE NUMBER	PO NUMBER (FOR DESE USE)
-------------	-------------	----------------	--------------------------

INSTRUCTIONS

The Office of Special Education reimburses the System Point of Entry (SPOE) for travel expenses to certain events in accordance with contractual requirements. Only one event may be billed per invoice. This invoice is due within 60 days from the date of the event. Receipts are required for lodging and parking.

For information on reimbursement rates for lodging, visit the CONUS rate website at <http://www.gsa.gov/portal/category/100120>. The mileage reimbursement rate is \$0.43 per mile. Meal reimbursement is based on travel status and DESE per diem rates.

For questions about the form, contact First Steps at 573-522-8762.

Submit the completed invoice and receipts to sefirststeps@dese.mo.gov or by mail to DESE:
Missouri Department of Elementary & Secondary Education
ATTN: First Steps
P.O. Box 480
Jefferson City, MO 65102

EVENT INFORMATION

EVENT TYPE

- SPOE Director Meeting
- Other State Event – Describe _____

PRINTED NAME(S) OF PERSON(S) ATTENDING		EVENT LOCATION AND DATE		PO LINE (FOR DESE USE)
2100-06	Miles (Round Trip)	_____ Miles x \$0.43 (Mileage rate)	\$	LINE #
2106	Lodging (receipt required)	_____ Person(s) x _____ Evening(s)	\$	LINE #
2109	Breakfast	_____ Person(s) x _____ Breakfast	\$	LINE #
2109	Lunch	_____ Person(s) x _____ Lunch	\$	LINE #
2109	Dinner	_____ Person(s) x _____ Dinner	\$	LINE #
2112	Parking (receipt required)	Meter parking up to \$5 may be claimed without a receipt.	\$	LINE #
TOTAL EXPENSES			\$	

SIGNATURE

SIGNATURE OF CONTRACTOR OR SPOE DIRECTOR	PRINTED NAME	DATE OF SIGNATURE
--	--------------	-------------------

FOR DESE USE

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
--------------------	--------------	-------------------

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.